

THE USE OF THE INTERNET

1. INTRODUCTION

- 1.1 This policy is written to describe how the Internet should be used within DRH and defines policies and procedures that should be applied by DRH staff when using the Internet through DRH systems.
- 1.2 The policy is intended to cover all DRH staff and service users.
- 1.3 The Internet can be of great benefit to DRH and to the service users. However, it is important that a policy on the use of the Internet accompanies use within DRH.
- 1.4 The policy should be read in conjunction with 'The Use of Electronic Mail : A Policy for DRH'.

2. DEFINITIONS

- 2.1 The Internet connection means the connection to the Internet which is provided by DRH through the use of equipment at any of their sites.

3. PURPOSE OF THE POLICY

- 3.1 The purpose of this policy is to ensure that DRH staff and service users are enabled to make best use of the Internet, and to ensure that staff and service users and DRH are protected from the consequences of potential misuse of the Internet.
- 3.2 The policy is also intended to ensure that all software run on machines owned by DRH is properly licensed. DRH will be liable for unlicensed software.

4. POLICY AND PRACTICE ON USE OF THE INTERNET

Personal Use

- 4.1 Access to the Internet is provided to staff for the business of DRH and as part of planned activity program for some service users. This includes use for training, research and development purposes. Staff are also permitted to use workbased internet facilities for personal transactions such as booking tickets or purchasing goods or services. Personal use must be within reasonable limits, which will be decided through normal line management procedures. All other aspects of this policy must be adhered to. However, no downloads should be made from the Internet of programs or data files for personal use.

Email over the Internet

- 4.2 The Internet must not be used for the transmission of Emails containing staff or service user identifiable confidential data or information.

The Unacceptable Use of the Internet

- 4.3 DRH Internet access must not be used for any of the following :
- the deliberate access to sexually explicit, pornographic, or illegal materials or other unsuitable or inappropriate sites;
 - the downloading of unlicensed software;
 - the conduct of private commercial business;
 - the downloading of any document or file which is not directly related to the users job or DRH activities;
 - the playing of games over the Internet;
 - the uploading of any software or data owned or licensed by DRH without authorisation by the manager responsible for that software or data.

Misuse of the Internet on DRH premises may constitute misconduct and could lead to disciplinary action, including dismissal.

5. MONITORING OF INTERNET USE

- 5.1 Although Internet access will not normally be monitored some monitoring will be undertaken to ensure that this policy is adhered to. This will only be done where there is good reason to believe that DRH policies have not been adhered to, or for other compelling or time critical reasons.
- 5.2 DRH may introduce software that will control access to unsuitable Internet sites.
- 5.3 All software and data files downloaded from the Internet become the property of DRH.

6. USE OF ANTIVIRUS SOFTWARE

- 6.1 Messages will be virus checked by software on the computer itself. All file attachments and file downloads received via the Internet should be virus checked before opening.

7. CODE OF PRACTICE FOR THE USE OF THE INTERNET WITHIN DRH

1) PROTECT YOUR OWN INTEREST

- Do not allow anyone else to use your home's ID;
- Do not leave your Internet browser open and unattended. Log off as soon as you have completed your search.

2) MAKE SURE YOU DON'T GET A VIRUS

- Make sure that all attached files transmitted via the Internet are virus checked before opening.

3) MAKE SURE YOU ARE PROTECTED

- Don't use the Internet to connect to any sites which might be considered pornographic, racist or otherwise offensive;
- Don't use the Internet for any private commercial purpose;
- Don't download unlicensed or copyright software or data files.

4) HOUSEKEEPING AND GOOD PRACTICE

- Save your favourite sites;
- Don't download unlicensed or copyright software or data files;
- Make sure your virus checker is up to date.

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